

NAVPGSCOLINST 5100.14A
223
10 Nov 04

NAVPGSCOL INSTRUCTION 5100.14A

Subj: WELLNESS PROGRAM

Ref: (a) OCPMINST 12792.4

Encl: (1) Wellness Program Process
(2) Wellness Program Safety Tips
(3) Wellness Program Participant Application

1. Purpose. To establish the policy and procedures for implementing a Wellness Program with the objective of educating and encouraging the civilian workforce to actively pursue and sustain good physical and mental health.
2. Cancellation. NAVPGSCOLINST 5100.14. This instruction has been completely revised and should be read in its entirety.
3. Scope. This instruction applies to all excepted and competitive service employees of the Naval Postgraduate School (NPS).
4. Policy. Civilian employees of NPS and tenant commands are not required to participate in regular exercise programs. However, participation in the Command Wellness Program is highly encouraged. Supervisors and managers are authorized to grant up to two hours of excused absence per week without charge to leave to match a participant's personal time investment during lunch. Participation in the Wellness Program is not authorized to be used by an employee in place of sick or annual leave. Employees may choose to participate in a variety of individual wellness programs that focus on regular exercise (e.g., walking, running, swimming, aerobics, weight training, etc.) or stress reduction/ relaxation programs such as yoga, tai chi, and massage therapy. Wellness training programs involving tobacco and smoking cessation, drug and alcohol abuse, and violence in the work place awareness are available by contacting the Employee Assistance Program at 1-800-222-0364.
5. Enrollment and Approval Authority. Procedures for enrollment and approval for participation in the Command Wellness Program have been identified as enclosure (1), Wellness Program Process. The Wellness Program participant and

supervisor must discuss and document risk factors and control measures associated with each wellness program. Enclosure (2) provides risk factors and control measures for some Wellness Program activities. The Wellness applications, enclosure (3), must be signed by the participant's supervisor prior to commencing any wellness activity. Applications are valid for a time period not to exceed six months, at which time a new application must be generated if the employee desires to continue participation in the wellness program.

6. Summary. A healthy workforce is essential to the successful accomplishment of the Naval Postgraduate School mission. This achievement will be better secured if we can provide every employee the opportunity to actively seek and sustain good physical and mental health.

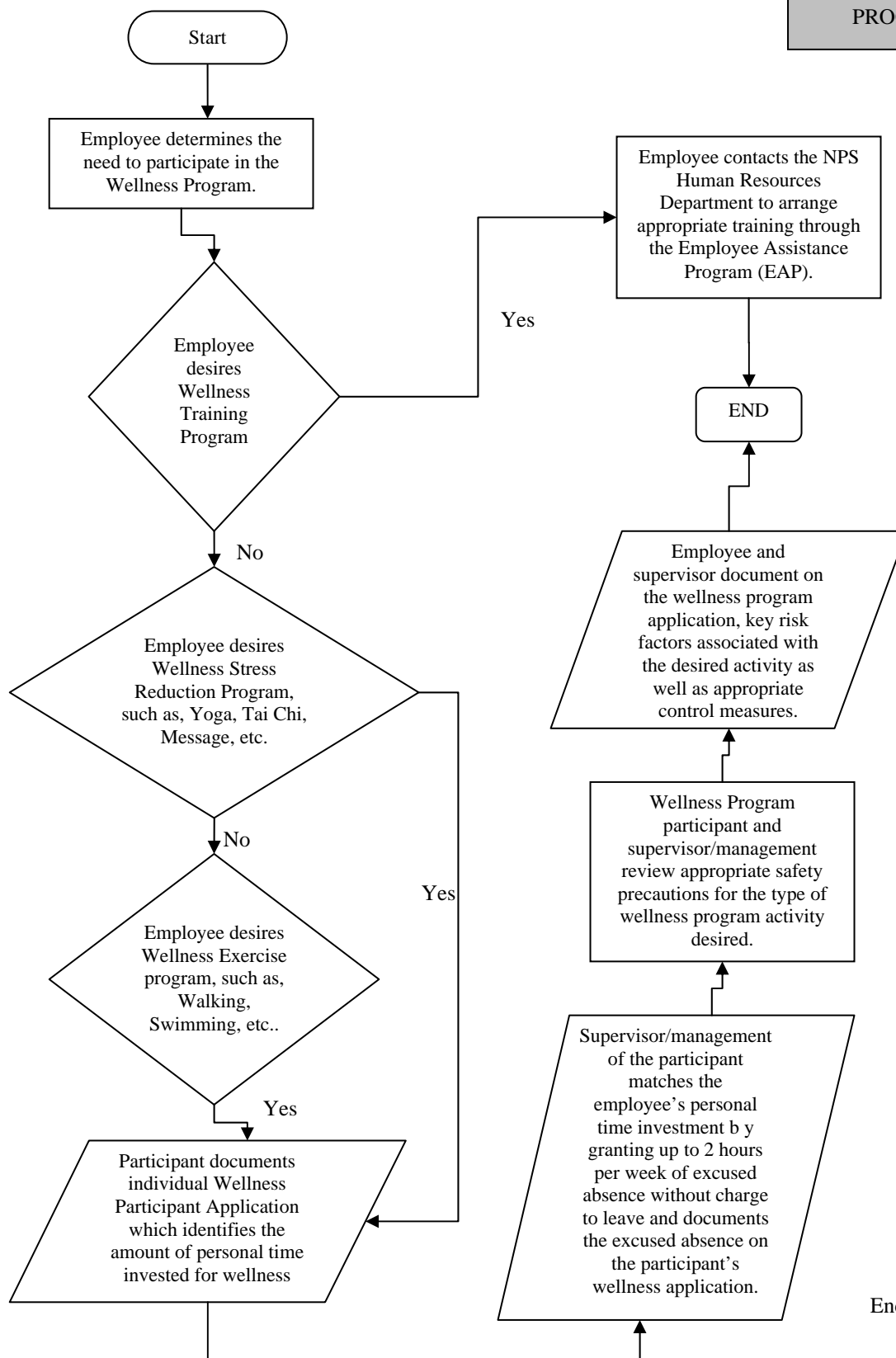
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DAVID A. SMARSH
Chief of Staff

Distribution:

<http://intranet.nps.navy.mil/code00/Instructions/index2.html>

WELLNESS PROGRAM PROCESS



WELLNESS PROGRAM SAFETY TIPS – WALKING

Risks/Control Measures

Slipping & Tripping: Step down with your heel so your foot rolls forward. Watch where you are going, and do not read while walking. Do not walk with your hands in your pockets so that it is easier to maintain your balance. Avoiding long strides and sharp turns reduces the risk of slipping. Walk on flat surfaces such as sidewalks to avoid tripping on roots and other objects. When walking on concrete or other hard surfaces, control the risk of slipping by avoiding sand, seeds, pollen and other substances that may be found on a sidewalk. Avoid walking at night and in dark/shady areas. Use appropriate footwear; sweat-absorbent socks and soft rubber-soled shoes usually work best. Avoid walking in the rain.

Violence: Use the buddy system when taking walks. Wear a whistle or a lanyard around your neck. Walk in well-traveled areas, clearly visible to others. Avoid scary people and places. Again, only walk in broad daylight and well-lit areas. Avoid blind turns, doorways, and dense vegetation growth. Vary your route. Do not use headsets as it diminishes your ability to hear approaching strangers.

Dog Attacks: Never approach a dog you don't know or a dog that is alone without their owner, especially if the dog is confined behind a fence, within a car, or on a chain. Don't disturb a dog that is sleeping, eating, or caring for puppies. Don't pet a dog without letting them see and sniff you first. When approached by a dog you don't know, don't run or scream. Instead, stand still with your hands at your sides, and do not make eye contact with or speak to the dog. If you are knocked to the ground, curl into a ball with your hands over your ears, lie still, and keep quiet until the dog goes away.

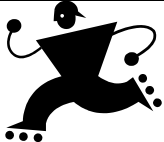
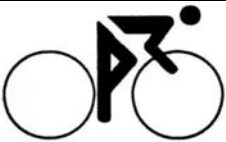


Traffic: Wear brightly colored clothing so that you are highly visible. Again, do not wear a headset since it prohibits your ability to listen for approaching bicycles and vehicles. Cross streets at crosswalks or where you can easily be seen and visibility is good. Even though some traffic signals are lengthy, it's important that you wait for the light to change before crossing the street. Walk on sidewalks or road shoulder facing traffic.

Heat Exhaustion & Hypothermia: Proper clothing must be worn to help prevent heat exhaustion in the summer and hypothermia in the winter. Regardless of the temperature outside, intake of fluids is always important to prevent dehydration.

Poor Physical Condition: Employees are always encouraged to seek their physician's advice before commencing with any diet or exercise programs. Plan your route and proceed at a comfortable pace. Trying to make up for lost time only leads to trouble. Pay attention to weather conditions, as hot, humid, and wet conditions require reduced levels of activity to minimize stress. Start with short walks and gradually work up to lengthy walks.

Wellness Program

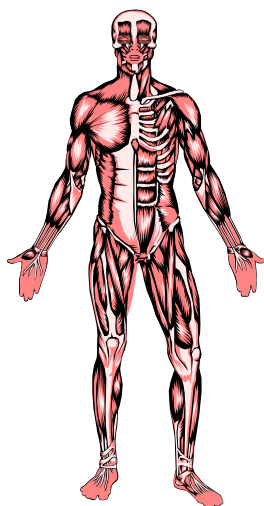
Safety Tips

 PHYSICAL FITNESS	 BICYCLING	 SWIMMING	 SPORTS
<ul style="list-style-type: none"> ✓ Get a medical check-up if you have not been exercising regularly. ✓ Start slowly and gradually build up to a sustained level of performance. ✓ Warm-up and stretch for 10 to 15 minutes before and after each vigorous workout to prevent strains and sprains. ✓ Drink plenty of cool water to prevent dehydration. When it's hot, schedule your activity during the coolest part of the day or exercise indoors. ✓ Run, walk or skate on established paths. When jogging on the street, run against the traffic flow. Do not skate or rollerblade in traffic. ✓ Wear clothing and equipment appropriate to the activity (e.g. helmet, gloves and elbow and knee pads for rollerblading). ✓ Wear bright and light colored clothing. During reduced visibility conditions, wear reflective clothing. ✓ Follow the rules that pertain to your choice of workout. For example, if you are working with free weights, be sure you have a spotter and follow the safety guidelines for weight lifting. Use of collars and a weight belt are recommended. ✓ Listen to your body during a strenuous work-out. If you feel pain, shortness of breath, etc., take a break and check it out. If the discomfort or pain persists, get medical attention. 	<ul style="list-style-type: none"> ✓ Wear an American National Standards Institute (ANSI) or Snell Memorial Foundation approved bicycle helmet! ✓ Dress for the weather. In cold weather, it's better to wear several layers of clothing than one bulky item. ✓ Wear bright or light colors, and at night, wear reflective clothing. ✓ Use clips or rubber bands to keep long pants out of the chain. ✓ Wear comfortable, lightweight low cut shoes with firm soles to protect your feet. ✓ Check for proper air pressure and tire tread. Adjust the seat and handlebars to fit and tighten loose parts. Check the brakes – they should allow you to make a quick, smooth stop. ✓ Obey all traffic signals, signs and pavement markings. ✓ Ride on the right side of the road, close to the edge. If in a group, ride single file at least one bike length apart. ✓ Do not carry passengers on a one-person bicycle. ✓ Be alert. Give pedestrians and vehicles the right of way. Walk your bicycle across busy streets. ✓ During low visibility make sure you have a working headlight visible for 500 feet, a red rear reflector and side reflectors. ✓ Stop before entering a roadway from a sidewalk or driveway. ✓ Stay on authorized streets or highways or use bicycle paths. 	<ul style="list-style-type: none"> ✓ Always swim with a buddy who has the ability to help you in an emergency. ✓ Swim only in supervised areas. ✓ Follow the safety rules for the particular pool or beach area you are using. Pay attention to warnings about local hazards such as currents. ✓ Know your limitations and don't overestimate your ability. ✓ Stay out of the water when overheated, immediately after eating, and during an electrical storm. ✓ Check the water depth before diving into the water. ✓ Keep a safe distance from diving boards and platforms. ✓ Don't substitute inflated tubes, air mattresses or other artificial supports for swimming ability. If a flotation device is needed as a safety aid, use a U.S. Coast Guard approved personal flotation device. ✓ Take instruction from qualified instructors before scuba diving. Remember open water scuba diving certification does not qualify you for cave/cavern diving. ✓ Only certified lifeguards should dive in to rescue a drowning victim. ✓ Learn the simple and safe reaching-rescue techniques. The American Red Cross offers courses in water rescue. ✓ Avoid overexposure to the sun. Use plenty of sun screen lotion. 	<ul style="list-style-type: none"> ✓ Stay in shape, not only during basketball, softball, soccer, etc., season, but also after the sporting event or season ends. ✓ Wear shoes and clothing appropriate to the sport and the playing surface. For example, when playing tennis or basketball, running shoes should not be worn. The soles are not designed for quick turning, stopping and jumping. ✓ Taped ankles or ankle supports with high-top shoes will reduce the severity of ankle injuries. ✓ Wear pads to protect the knees and elbows from bruises and burns. ✓ Wear a mouth guard when you participate in contact sports. This device will not only protect your teeth from being chipped or knocked out but will protect your tongue as well. ✓ Don't wear chains, rings, or metal wrist bands. If you wear glasses, they should be secured and have shatter-proof lenses. ✓ Do 10 to 15 minutes of warm-ups before and after play. ✓ During non-league basketball games use the "no-dunk" rule. Glass backboards and rims can be broken if too much stress is placed on them and the change in momentum can cause you to lose your balance and fall.

- ✓ Remember the acronym "RICE" when an injury occurs: Rest the sprain, put Ice on it, Compress it by wrapping something around the injury and Elevate that part of the body.
- ✓ Seek medical attention if you experience any of the following symptoms: inability to move your arm or leg, a locked joint, persistent swelling, or a grinding feeling.

WELLNESS PROGRAM

Participant Application



Employee's Last Name/First Name/Middle Initial

Organization Code

Phone Number

Supervisor's Last Name/First Name/Middle Initial

Organization Code

Phone Number

Individual Wellness Program (specify)

Beginning Date

Total Hours

	Mon	Tues	Wed	Thurs	Fri	Time Investment
						Employee's Signature
						Supervisor's Signature

Safety Briefing/Risk Assessment/Control Measures:



Employees are encouraged to seek their physician's advice before commencing with any diet or exercise programs.



Application is valid for six (6) months.